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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH : Deputy Director of Training
FROM : Registrar/TR

DATE: 7 October 1959

25 YEAR RE-REVIEW

25X1 SUBJECT: Weekly Activity Report No. 38
30 September - 6 October 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

25X1

25X1 1. Supplemental to [] activity on behalf
of DD/S re the Army Management Course (Item 9, our report
of last week), [] received an inquiry from [] 25X1
on Monday whether we could secure spaces on a continuing
basis. After calling our D/A contact at []
was able to effect the following:

a. Obtain a quota of one each for Class 4 beginning
January 1960 and Class 8 beginning May 1960.

b. Talk Fort Monroe officials into permitting the
Agency to have any cancellation for Class 2, which be-
gins 12 October.

We did get the space for Class 2, informed Vern, and
today he submitted the name of [] GS-14, who 25X1
is Chief, Support, CI Staff to attend the three-week course.

25X1 We have received no indication of interest* from
[] et al, about the one-week Army Management
25X1 Orientation Course. On the longer course, attended by Pat
[] last year and by [] this year (after sever- 25X1
al withdrawals by OL), we have from time to time arranged to
have members of Management Staff attend selected lectures.
Seven have attended single lectures.

25X1 2. NSA training officers were so pleased with the re-
sults of the conference on effective writing with John
[] that another visit, this one on 25X1
reports writing (DD/I type), was requested. [] has ar- 25X1
ranged for a meeting between [], of 25X1
NSA and [] on the 9th.

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* Correction - [] has just called to see if
we could get slots for the two announced
25X1 runnings of this 5 1/2 day course.

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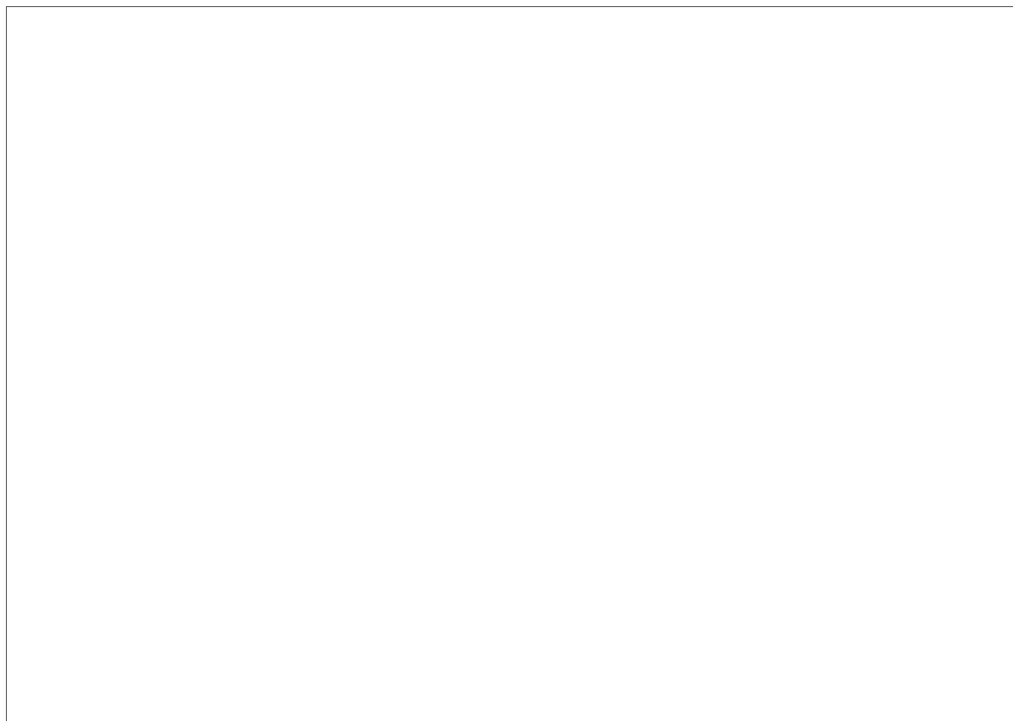
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4. Our three [redacted] Summer Seminar participants have returned to Washington after a most "profitable" three months in the field. No major problems were encountered by them. One of the participants was [redacted], ORR, who announced immediately upon her return that she would be leaving the Agency in about six weeks in order to get married.

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5. We sponsored five employees in the two-day SAIS conference "Business Outlook in the Middle East" held on 6 and 7 October. In addition to [redacted] from OTR, there were two from ORR and two from NE.

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6. John S. Warner, Assistant General Counsel, was approved to participate in an AMA session "The General Counsel's Job in Foreign Operations" scheduled to be held in New York 9 - 11 November. This is similar to the program attended by Larry Houston last year. AMA informed us yesterday that this program was canceled due to extremely low (2) enrollment. Mr. Warner was advised.

7. I've prepared the notice on the OTR meetings during November. To aid in providing DTR with agenda items, I am gathering together some ideas obtained from informal queries with OTR employees on what they'd like to know about OTR from DTR.

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8. In August the Processing Branch discussed with Howard Sollenberger, FSI, the enrollment of [redacted] SR Division, presently stationed in [redacted], in the FSI [redacted] Course scheduled for 5 October in [redacted]. Sollenberger made the necessary arrangements for [redacted] enrollment with the head of the [redacted] school that same day, while the head of the school was on TDY here in Washington. On 6 October SR Division received a priority cable from the field stating [redacted] had reported to the school but that they had no record of his case. Sollenberger, when informed by [redacted] of this, immediately sent a wire to the field confirming his earlier discussion with the chief of the school. SR was so notified.

9. Until JCS extends the Agency an invitation to participate at National War College it seems unwise for me to make a move at the school for help on a 1960-61 slot. But on the presumption that "Q" clearance will be needed for [redacted] I've recommended to [redacted] that he get busy now. Although there is plenty of time papers often get bogged down in personnel channels and we need to play safe.

10. A minor problem was posed by the space requirement levied by [redacted] through his SIC block in the JO Program; needed were a camera room in an uncleared area, and four viewing rooms (for seminars) on 10 November. Thanks to helpful advice given [redacted] and particularly to generous cooperation by [redacted] the required space was located in the LAS wing of Quarters Eye.

11. [redacted] formerly of OTR, phoned about the existence of old training material that used to be retained in OTR's Training Materials Registry.

He was interested in a lecture dealing with the Strategic Intelligence School since he has been requested to give a lecture on intelligence procedures to a Reserve Officers Group. Unfortunately, that material was boxed and identified for final transfer to the materials depository.

12. Awaiting Norma's return after her three-day leave, were 27 applications for language awards. This is the calm that has been guaranteed as preceding a storm of hundreds lying in wait

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of [] final determination of a more rigid scoring system, for which [] is using August 14th testing as a cut off date. We still lack about 200 cases, apparently awaiting orals, under the easier scoring scale.

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13. The Processing Branch is really hurting without a regular Administrative Assistant. [] has been gone three weeks and we anticipated this problem many weeks before that. We were promised [] in early September but told her re-entry would take time because of security problems. [] did a masterful job in licking this phase overnight. I asked Nancy on Tuesday why the expedite treatment had failed and was told that someone forgot a personnel form. We get marvelous feedback from OTR Personnel when a clerical employee has received a within grade promotion but on operating needs our information is not so good. On less critical personnel problems I can report:

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a. [] seems to be getting back in the swing of things.

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b. [] has been a real producer but may be detailed overnight to HEW.

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c. [] is out with a bad strep throat and [] is doing double duty.

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d. [] has been her usual gracious self and has asked not to be transferred to another position now (even at higher grade) because she wants to help [] get set.

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e. [] will be out 21-30 October with matrimonial activities.

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f. [] will be operated on for a throat tumor during the same period.

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14. During the week 30 September - 6 October, 931 persons were enrolled in OTR conducted training. The breakdown is:

373 enrolled in 51 classes (9 languages) voluntary

173 enrolled in 36 classes (12 languages) internal

216 enrolled in 9 Intelligence School courses

51 enrolled in 4 Operations School courses

7 from other Government agencies

13 Dependents

75 Junior Officer Training Program

23 Reserve Officers

DDG

25X1



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